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**National Capital Consortium**  
UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
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## **ALLIED HEALTH COMMITTEE MEETING**

**Board of Regent Room, D3001, USUHS, 1400 Hours**

**The Meeting:** The Allied Health Committee, National Capital Consortium, met on Wednesday, March 21, 2007, at 1400 hours, in the Board of Regents Room D3001, Uniformed Services University of the Health Sciences.

**Members Present:** Howard E. Fauver, Jr., M.D. Administrative Director, NCC, COL Cathy Nace, MC, USA, Director of Medical Education, WRAMC; Elizabeth CDR McGuigan, MC, USN, Director of Medical Education, NNMC; Dr Michael Edwards, Chief Oncology Pharmacy, and Dr. Dean Rueckert, Director for the Social Work Fellowship. Also in attendance were Mr. Jason Kaar, NCC Legal Counsel, Ms Lisa Reaves, NCC Administrator, and Ms Diane Demmings, NCC Registrar.

### **NEW BUSINESS:**

**Change in Committee Name:** The Committee decided that the Allied Health Sub-Committee would be better served as a freestanding committee rather than a sub-committee of the Graduate Medical Education Committee. The change would allow the committee to write rules that are less complex than the ones for the GMEC and the group would have the freedom to tailor the team to better suit its needs. This would eliminate a need for someone to attend the monthly GMEC meetings which does not address issues that would be of concern to the Allied Health Programs. In lieu of someone attending the GMEC, the committee would meet on a quarterly basis to discuss issues that pertain specifically to the Allied Health programs. Additional meetings will be held if issues arise that need to come before the committee prior to the next quarterly meeting. The composition of the committee will consist of four core members, the Administrative Director of the NCC, and the Army, Navy, and Air Force Directors of Medical Education. Mr. Jason Karr, will serve as a nonvoting member representing legal counsel and Ms Lisa Reaves, NCC Administrator, will serve as the recorder. After much discussion, the committee agreed to change the committee's name to the Allied Health Committee.

**Adverse Actions:** The committee will craft a policy to address academic probation and due process.

**Registration of Trainees:** Ms. Demmings, NCC Registrar, maintains the NCC trainee database. The program directors are asked to send Ms Demmings via correspondence or via email (ddemmings@usuhs.mil) the necessary data elements that we use in our database as

identifiers. She will provide you with the data points that she will need. As trainees come into your program, she will enter them into the NCC database. One of the advantages is if someone wants to verify that they actually completed training they will be able to request prime source verifications from the NCC. It may be a good idea to retrofit previous graduates. Program Directors should maintain a copy of their own records as a back up. Records that are normally kept at the institutional level (not the program level) are to be forwarded to the NCC.

**Funding:** There are no funds available within the NCC to support the Allied Health Programs. As a result, there will be no change in funding resources for the Allied Health Programs.

**Certificates:** Trainees graduating in 2008 will receive NCC certificates. Program Directors were asked to let Ms. Stephenye Tyler know that they are now a part of the NCC. She can provide additional information regarding the certificate process. If you are interested in giving someone an MSN, you are to go through your regular channels for making such a request. The NCC is no longer allowed to give blanket or standardized awards as we have in previous years.

**Accreditation Requirements:** The Pharmacy Programs were accredited one year ago. There is no accreditation available for the Social Work Fellowship.

#### **INFORMATION ITEMS:**

- The next Allied Health Committee (AHC) will be held on 20 June 2007, 1400 Hours, Board of Regents Room, Bldg D3001, USUHS
- All program directors have received appointment letters.

The meeting adjourned at 1440 hours.



Howard E. Fauver, Jr., MD  
Administrative Director